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TO : Director of Logistics

DATE: 2 - MAY 1963

FROM : Chief, Planning Staff, OL

SUBJECT: Monthly Activities Report for April 1963

1. PROJECTS AND STUDIES IN PROCESS:a. Emergency Relocation Planning (continued)

(1) The [REDACTED] requested that a stockpile of operational type materiel being held at [REDACTED] for emergency purposes be reviewed by operating components for current or future emergency needs. The materiel were stockpiled in early 1960 through the combined efforts of the Planning Staff, OL, and the [REDACTED] DD/P. On 26 April 1963, [REDACTED]

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[REDACTED] DD/P [REDACTED] circularized the operating divisions and staffs as to their current or future requirements for this materiel and the [REDACTED]. [REDACTED] will be advised of the findings, when results are received.

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(2) A revised group listing of Office of Logistics members of the Initial Emergency Relocation Force was published. The listing includes groups for both on-duty and off-duty hours and provides for an advance party evacuation to assist [REDACTED] personnel in logistics matters for the reception of the main body of Agency evacuees.

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## b. [REDACTED] (continued)

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DOCUMENT NO. [REDACTED]  
 CHANGE IN CLASS. [ ]  
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 AUTH: HR 70  
 DATE: 6/10/81 REVIEWER: 018 005

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GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

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**Next 3 Page(s) In Document Exempt**

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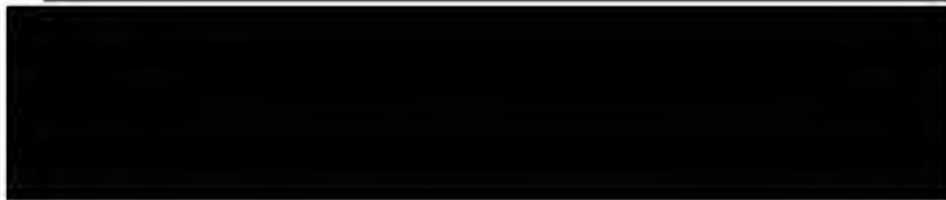
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m. Agency Space Problem (continued)

A comprehensive study of the Agency's utilization of space has been prepared and forwarded to Public Buildings Service, GSA. Preliminary analysis indicates that our utilization is well below the standards established by PBS. A draft study, "Future Housing for Headquarters Elements" has been prepared for consideration by the DD/S. Briefly, the study summarizes the Agency's Headquarters space requirements and projects space needs through 1970. It recommends that the DDCI be requested to approve preliminary planning and request the Bureau of the Budget to release \$200,000 from funds remaining in the Headquarters construction appropriation. This amount to be used in planning for construction, refinement of requirements, and selection of appropriate sites in the preliminary planning phase.

2. GENERAL ITEMS OF INTEREST:

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b. Contingency Task Force

A revised and current roster of the O/L members of the Contingency Task Force has been prepared for forwarding to [redacted] has not yet begun the administrative processing necessary to bring the members of the Contingency Task Force to a "ready-to-go" state.

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g. Training Instruction Presented

(1) Three hours of instruction was given to the Logistics Support Course Number 26 on the "Role of the Planning Staff within the Office of Logistics and the Department of Defense Supply Systems."

(2) A 40 minute presentation was presented to the Intelligence Review Course on Logistical Support Functions.



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h. Information for DD/S

(1) This staff has been on continuous alert to keep the DD/S advised on the current status of the O/L stock funds and the fund requirements for the balance of this fiscal year.

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3. SPECIAL PROBLEMS:

None.



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Distribution:

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OL/PS/ [redacted] (2 May 63)

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